



# HIGH SCHOOL STUDENT CHECKLIST

## NEW STUDENTS START AT STEP 1

1

### Application



Complete the online [High School Admission Application](#).

Please allow at least 7 business days for processing of application.

[manhattantech.edu/application](http://manhattantech.edu/application)

2

### Account Set Up



Once your application has been processed, you will receive an email to your personal email address. This email will provide instructions on how to access your student portal and reset your password. Your MATC email will be used for all Manhattan Tech communication.

3

### Assessment \*\*



Students must either take the **ACCUPLACER** or show qualifying **ACT** scores to enroll in: English Composition I, College Algebra and/or Elementary Statistics. *See minimum qualifications below.*

	College Algebra (MAT 135) Elementary Statistics (MAT 145)	English Composition I (COM 105)
ACT Score	22 or higher Math section	18 or higher English section
ACCUPLACER Next Gen. Score	NG QAS: 263 to 300	Sentence Skills: 69 - 120

[Schedule a placement test at our Testing Center](#)  
[manhattantech.edu/takeatest](http://manhattantech.edu/takeatest)

## RETURNING STUDENTS START AT STEP 4

4

### Enrollment Form



Complete the [High School Enrollment Form](#).

Must complete this form and obtain required signatures each semester they wish to enroll for concurrent/dual credit courses.

[manhattantech.edu/highschoolenrollmentform](http://manhattantech.edu/highschoolenrollmentform)

After the student has submitted the form, the form will be emailed to the high school counselor for verification. Once the verification is complete, the form will be emailed to the parent listed on the form via "airSlate" for a signature. Once the parent signs the form, it will be returned to Manhattan Tech.

Students will receive notification once all steps are complete. Enrollment in Manhattan Tech courses occurs once schedules are approved at the High School.

5

### Textbooks



Visit the Manhattan Tech Virtual Bookstore to order your textbooks.  
[www.manhattantech.ecampus.com](http://www.manhattantech.ecampus.com)

6

### Payment \*\*



If payment is required, your bill can be found on [MATC Online](#).

Payment can be made [online](#), over the phone, or by mail. Payment plans are also available.

If you have questions about tuition, please contact us at 785-320-4512 or [studentaccounts@manhattantech.edu](mailto:studentaccounts@manhattantech.edu)

Schedule an appointment to discuss payment options:  
[calendly.com/juliastrength](http://calendly.com/juliastrength)

\*\* If applicable

## QUESTIONS?

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